

## CHAPTER 2

### ARTICLE 2.1: CLASSIFIED SERVICE, SPECIAL PAY PROVISIONS

(Amended 08/02/96, Ord. No. 8707)

SECTION 2.1.1: APPLICATION. This article establishes classes and the compensation for each position in the Classified Service, as the classes, salary ranges and steps, and number of positions set forth in the Classified Service in Chapter 6 (Authorized Positions) and Appendix One.

(Amended 01/18/08, Ord. No. 9912)

SECTION 2.1.2: INCENTIVE COMPENSATION ADJUSTMENT: DEPUTY COUNTY COUNSEL.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 2.1.3: RELOCATION ALLOWANCE FOR HARD-TO-RECRUIT PROFESSIONAL CLASSES. Upon approval by the Chief Administrative Officer or designee, a relocation allowance, up to \$8,000, may be authorized for professional classes designated by the Director as Hard-to-Recruit. Relocation expenses may include, but are not limited to, personal transportation, moving expenses and temporary housing. Approval must be obtained prior to any job offer. Claims for expenses submitted pursuant to this provision shall be subject to review and determination by the Deputy Chief Administrative Officer/Auditor & Controller prior to reimbursement.

(Repealed 08/02/96, Ord. No. 8707)  
(Added 08/03/07, Ord. No. 9876)  
(Amended 08/01/08, Ord. No. 9946)  
(Amended 01/10/14, Ord. No. 10314)

SECTION 2.1.4: COUNTY WORKER.

(Repealed 05/03/01, Ord. No. 9320)

SECTION 2.1.4.5: COUNTY WORKER (DETENTION FACILITIES MEDICAL STAFF).

(Repealed 06/30/90, Ord. No. 7713)

SECTION 2.1.5: “PASS THROUGH” PAYMENTS: In recognition of the fact that the State of California has designated funds for the direct compensation of certain designated employees who provide health care services in Skilled Nursing Facilities; the monies involved derive directly from the State of California and not from the funds of the County of San Diego; the State of California seeks to “pass through” compensation for health care employees who are assigned to provide direct patient care at skilled nursing facilities for which the County receives funds through the State of California pursuant to the provisions of Welfare and Institutions Code Section 14110.6.

Edgemoor “Pass Through” Premium Pay: Eligible employees in the following classes shall receive “Edgemoor Pass Through” premium pay up to a maximum of 10% calculated on their base hourly pay rate. This premium shall apply to all paid hours and shall not apply towards terminal payoff.

<u>Class No.</u>	<u>Class Title</u>
002650	Stock Clerk
004465	Nutritionist
004538	Staff Nurse
004615	Nurses Assistant
004625	Licensed Vocational Nurse
004770	Dietitian
005884	Building Maintenance Engineer
005905	Carpenter
005920	Electrician
005940	Painter
005967	Senior Painter
006200	Building Maintenance Engineer Assistant
006305	Gardener
006410	Senior Cook
006411	Cook
006415	Food Services Worker
007030	Senior Custodian
007035	Healthcare Agency Housekeeper
007036	Sr Healthcare Agency Housekeeper
007514	Shuttle Bus Driver
007540	Construction & Services Worker

Payment of the “Edgemoor Pass Through” premium pay is contingent upon continuation of funding by the State of California or, if such funding is not continued, shall be at the discretion of the County.

(Added 02/23/01, Ord. No. 9310)  
(Amended 10/03/03, Ord. No. 9602)

(Amended 04/02/04, Ord. No. 9630)  
(Amended 10/01/04, Ord. No. 9677)  
(Amended 04/01/05, Ord. No. 9708)  
(Amended 04/28/06, Ord. No. 9761)  
(Amended 06/23/06, Ord. No. 9783)  
(Amended 06/22/07, Ord. No. 9871)  
(Amended 01/18/08, Ord. No. 9912)  
(Amended 09/25/09, Ord. No. 10008)  
(Amended 10/05/12, Ord. No. 10225)

#### SECTION 2.1.6: LUMP SUM PAYMENT.

- (a) A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 1 of Fiscal Year 2011-2012 (July 1, 2011 to July 14, 2011).
- Eligible Classes. All classes designated: AE, AM, AS, CE, CEM, CC, CS, DA, DI, DM, EM, MA, MM, NA, NE, NM, NS, PD, PM, PO, PR, PS, RN, SO, SS, and UM.
- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
- (a) Be subject to normal tax deductions;
- (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
- (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be made on August 5, 2011.
- (b) A one-time lump sum payment of \$750, which includes \$180 Employee Protective Program Settlement shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 7 of Fiscal Year 2011-2012 (September 23, 2011 to October 6, 2011).

Eligible Classes. All classes designated: CL, CM, FS, HS and SW.

- (2) Payroll Calculation. Such one-time payment of \$750 shall:
  - (a) Be subject to normal tax deductions;
  - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
  - (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be made on October 28, 2011; and
- (5) In no event shall an employee be entitled to (b) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011.

- (c) A one-time lump sum payment of 1% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Pay Period 1 of Fiscal Year 2012-2013 (June 29, 2012 to July 12, 2012).

Eligible Classes. All classes designated: CL, CM, FS, HS and SW.

- (2) Payroll Calculation. Such one-time payment of 1% annualized compensation shall:
  - (a) Be subject to normal tax deductions;
  - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
  - (c) Not continue beyond Fiscal Year 2012-2013.

- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
  - (4) Payment Date. This payment shall be made on August 3, 2012.
  - (5) In no event shall an employee be entitled to (c) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011
- (d) A one-time lump sum payment of 1.5% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility: All regular employees in eligible classes listed below who have paid service during Pay Period 10 of Fiscal Year 2011-2012 (November 4, 2011 to November 17, 2011).

Eligible Classes: All classes designated: CR.

- (2) Payroll Calculation: Such one-time payment of 1.5% annualized compensation shall:
  - (a) Be subject to normal tax deductions;
  - (b) Not modify the salary base or computations of premiums, bonuses, or overtime compensation;
  - (c) Not continue beyond Fiscal Year 2011-2012.
- (3) Conditions: This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date: This payment shall be made on December 9, 2011.
- (5) In no event shall an employee be entitled to (d) above if they received a 2% one-time lump sum payment (prorated amount according to standard hours for part time employees) on August 5, 2011 or if they received a \$750 one-time payment on October 28, 2011 (prorated amount according to standard hours for part time employees).

(Repealed 06/11/93, Ord. No. 8248)  
 (Added 07/17/01, Ord. No. 9356)  
 (Repealed 01/18/08, Ord. No. 9912)  
 (Added 02/11/11, Ord. No. 10121)  
 (Amended 04/22/11, Ord. No. 10141)

(Amended 05/10/11, Ord. No. 10149)  
(Amended 10/07/11, Ord. No. 10174)  
(Amended 11/18/11, Ord. No. 10181)

SECTION 2.1.7: LUMP SUM PAYMENTS FISCAL YEAR 2013/2014.

- (a) Fiscal Year 2013/2014. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all regular employees in eligible classes listed below in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during pay-period 26 of Fiscal Year 2012/2013 (June 14, 2013 to June 27, 2013).
- Eligible Classes. All classes designated: AM, AS, CC, CE, CEM, CR, CS, DA, EM, MA, NA, NE, NM, NS, PD, PM, PO, SO and UM.
- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2013/2014.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date.
- (a) This payment shall be made on July 19, 2013 to employees in classes designated: AM, AS, CC, CE, CEM, CR, CS, DA, EM, MA, NA, NE, NM, NS, and UM.
- (b) This payment shall be made on August 2, 2013 to employees in classes designated: PD, PM. and SO
- (c) This payment shall be made on October 25, 2013 to employees in classes designated: PO.
- (b) Effective pay-period one (1) in Fiscal Year 2013/2014. A one-time lump sum payment of \$250.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during pay-period 26 of Fiscal Year 2012/2013 (June 14, 2013 to June 27, 2013).

Eligible Classes. All classes designated: CE, CEM, CR, EM, MA, NA, NE, NM, NS, SO, and UM.

- (2) Payroll Calculation. Such one-time payment of \$250 shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2013/2014.

- (3) Payment Date. This payment shall be made on July 19, 2013 for all eligible classes designated above, except SO. Classes designated SO shall receive this payment on August 2, 2013.

- (c) Fiscal Year 2013/2014. A one-time monetary payment equivalent to 2% of individual annualized compensation shall be paid over six (6) pay periods to all regular employees in eligible classes listed below in addition to the regular compensation for work performed. The 2% one-time payment shall be paid out in six equal payments, to be paid with the first payday of each month. Part-time employees shall receive a pro-rated amount according to their standard hours.

- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during the pay period of September 6, 2013 to September 19, 2013 of Fiscal Year 2013/2014. In no event shall an employee be entitled to these provisions if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year or if they are no longer employed on the date of payment.

Eligible Classes. All classes designated: AE, CL, FS, HS, MM, PR, PS, RN, SS, and SW.

- (2) Payroll Calculation. Such one-time monetary payment equivalent to 2% annualized compensation shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2013/2014.

- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
  - (4) Payment Date. This payment shall be paid out in six equal payments beginning with November 22, 2013. The remaining payments are to be paid with the first payday of each following month.
- (d) Fiscal Year 2013/2014. A one-time monetary payment equivalent to 2% of individual annualized compensation shall be paid to all regular employees in eligible classes listed below in addition to the regular compensation for work performed. Part-time employees shall receive a pro-rated amount according to their standard hours.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during the pay period of October 17, 2013 of Fiscal Year 2013/2014. In no event shall an employee be entitled to these provisions if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year or if they are no longer employed on the date of payment.

Eligible Classes. All classes designated: CM.

- (2) Payroll Calculation. Such one-time monetary payment equivalent to 2% annualized compensation shall:
  - (a) Be subject to normal deductions;
  - (b) Not modify the salary base or computations of premiums or bonuses;
  - (c) Not continue beyond Fiscal Year 2013/2014.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be paid out on December 20, 2013.

(Repealed 06/23/06, Ord. No. 9786)  
(Added 06/28/13, Ord. No. 10263)  
(Amended 06/28/13 Ord. No. 10266)  
(Amended 07/12/13, Ord. Nos. 10268, 10269)  
(Amended 09/20/13, Ord. No. 10291)  
(Amended 10/08/13, Ord. No. 10293)  
(Amended 12/03/13, Ord. No. 10303)



SECTION 2.1.8: LUMP SUM PAYMENTS FISCAL YEAR 2014/2015.

- a) Fiscal Year 2014/2015. A one-time lump sum payment of 2% of individual annualized compensation shall be paid to all eligible County employees in addition to the regular compensation for work performed during the payout pay period.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2013/2014.
- Eligible Classes. All classes designated AM, AS, CC, CE, CEM, CM, CR, CS, DA, EM, MA, NA, NE, NM, NS, PD, PM, PO, SO and UM.
- (2) Payroll Calculation. Such one-time payment of 2% annualized compensation shall:
- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2014/2015;
- (d) Deduct \$250 from employees in classes designated CR.
- (3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.
- (4) Payment Date. This payment shall be made on July 18, 2014.
- (b) Fiscal Year 2014/2015. A one-time monetary payment equivalent to 2% of individual annualized compensation shall be paid over six (6) pay periods to all regular employees in eligible classes listed below in addition to the regular compensation for work performed. The 2% one-time payment shall be paid out in six equal payments, to be paid with the first payday of each month. Part time employees shall receive a pro-rated amount according to their standard hours.
- (1) Eligibility. All regular employees in eligible classes listed below who have paid service during Fiscal Year 2013/2014. In no event shall an employee be entitled to these provisions if they received a one-time payment under the terms of a different bargaining unit for the same fiscal year or if they are no longer employed on the date

of payment.

Eligible Classes. All classes designated: AE, CL, FS, HS, MM, PR, PS, RN, SS, and SW.

(2) Payroll Calculation. Such one-time monetary payment equivalent to 2% annualized compensation shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2014/2015.

(3) Conditions. This payment is made unconditionally to all eligible employees and is not related to the quality or quantity of the employee's past or future service.

(4) Payment Date. The 2% one-time payment shall be paid out in six equal payments to be paid with the first payday of each month.

(c) Effective June 27, 2014. A one-time lump sum payment of \$750.

(1) Eligibility. All regular employees in eligible classes listed below who have paid service during pay period commencing June 13, 2014.

Eligible Classes. All classes designated: DS or SM.

(2) Payroll Calculation. Such one-time payment of \$750 shall:

- (a) Be subject to normal deductions;
- (b) Not modify the salary base or computations of premiums or bonuses;
- (c) Not continue beyond Fiscal Year 2014/2015;
- (d) Not be paid to an employee no longer employed by the County on the date of payment.

(3) Payment Date. This payment shall be made on July 18, 2014 for all eligible classes.

(Repealed 10/31/03, Ord. No. 9605)  
(Added 06/28/13, Ord. No. 10263)  
(Amended 06/28/13 Ord. No. 10266)  
(Amended 07/12/13, Ord. Nos. 10268, 10269)  
(Amended 09/20/13, Ord. No. 10291)  
(Amended 10/08/13, Ord. No. 10293)  
(Amended 12/03/13, Ord. No. 10303)  
(Amended 01/10/14, Ord. Nos. 10314, 10316)  
(Amended 06/27/14, Ord. Nos. 10326, 10344)

SECTION 2.1.9: INCENTIVE PAYMENT.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 2.1.10: RATIFICATION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.11: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.12: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.13: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.14: RETENTION BONUS.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.15: RECOGNITION PREMIUM.

(Repealed 06/11/93, Ord. No. 8248)

SECTION 2.1.16: FIRESTORM 2007 EMPLOYEE COMPENSATION

(Added 11/05/03, Ord. No. 9609)  
(Repealed 04/01/05, Ord. No. 9708)  
(Added 11/09/07, Ord. No. 9895)  
(Repealed 01/15/10, Ord. No. 10026)

SECTION 2.1.17: SHERIFF'S DEPARTMENT HARD TO RECRUIT REFERRAL  
REWARD PROGRAM

(Repealed 01/14/11, Ord. No. 10106)

SECTION 2.1.18: PUBLIC EMERGENCY ORDER NOT TO REPORT TO NORMAL  
WORK LOCATION AND AUTHORIZATION OF COMPENSATION.

- (a) Eligibility. Notwithstanding section 1.2.6, employees serving in positions designated biweekly pursuant to section 1.2.3(a) are eligible for the compensation authorized by this section, except as provided in subsection (d) of this Section. Eligible employees under this section are employees who are ordered by their appointing authority to not report to their normal assigned work location pursuant to this section, and who come within the meaning of the following definitions:
- (1) Employees who serve in non-essential job function positions, according to the designation in the employees' department Continuity of Operations Plan (COOP), and who may or may not be directed by their appointing authority to work at home or an alternate work location during an emergency.
  - (2) Employees who serve in essential job function positions, according to the employees' department COOP, and who are directed by their appointing authority to work at home or an alternate work location during an emergency.
- (b) Authorization and Public Emergency Justification for Order Not to Report to Normal Work Location.
- (1) CAO Authorization for Order Not to Report to Normal Work Location. If the Chief Administrative Officer activates the County's COOP due to a declaration of a local public emergency as defined in the California Emergency Services Act (Government Code Section 8558), the CAO may authorize County appointing authorities, including both elected and appointed County officials, to order eligible employees to not report to their normal assigned work locations.

- (2) Public Emergency Justification. The justification for the CAO's authorization to the appointing authorities, pursuant to this section, shall be based upon the CAO's determination that the public health and safety requires minimal to no travel on the local roads and highways.
- (c) Authorization for Appointing Authorities to Order Eligible Employees Not to Report to Normal Work Location and to Direct Eligible Employees Whether to Work at Home or Alternate Work Location. Appointing authorities are authorized to order eligible employees to not report to their normal assigned work location only if the CAO authorizes such order pursuant to subsection (b) above. When the CAO authorizes such an order, the appointing authority may determine which eligible employees shall be ordered to not report to their normal assigned work location, and shall direct such employees whether to perform their assigned duties, as follows:
- (1) Employees in Non-Essential Function Positions. When the appointing authority orders eligible employees who serve in non-essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they either:
- (i) must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c) (4)) during their regularly scheduled hours while the order under this subsection is in effect, or
  - (ii) are not required to perform their regular work duties because it is not possible to perform such duties outside their normal work locations.
- (2) Employees in Essential Function Positions. When the appointing authority orders eligible employees who serve in essential function positions to not report to their normal assigned work location, the appointing authority's order shall also include direction to the employees that they must continue to perform their regular work duties, to the extent possible, at their home (or alternate location as specified in subsection (c)(4)) during their regularly scheduled hours while the order under this subsection is in effect.
- (3) Period of Time for Order Not to Report to Normal Work Location. The period of time during which an appointing authority is authorized to have in effect any order not to report to a normal

assigned work location shall:

- (i) commence on or after the day the CAO activates the County's COOP, and
  - (ii) terminate on or before the day the CAO deactivates the County COOP, as determined by the appointing authority by designation of such time period for each eligible employee that is ordered not to report to his/her normal work location.
- (4) Alternate Work Location. An appointing authority may order some or all eligible employees pursuant to this section to perform work during their regularly scheduled hours at their home, an alternate work location, including other County facilities, or any other location approved by the appointing authority.
- (d) Authorization and Calculation of Compensation. Eligible employees under this section are authorized to be compensated pursuant to the following calculation:
  - (1) The calculation of the payment authorized by this subsection shall be based upon the number of hours in the employee's established regularly scheduled standard work day that an eligible employee was scheduled to work on the applicable days the employee was ordered not to report to his/her normal assigned work location pursuant to subsection (c), regardless of whether the employee performed work. For any hours not actually worked during the periods indicated under subsection (c), the calculation of payment will not include any Premiums as defined in Compensation Ordinance Articles 1.6 through 1.11, inclusive.
  - (2) The calculation of payment will not include any scheduled or anticipated overtime.
  - (3) Compensation paid pursuant to this section shall not count as hours worked for purposes of calculating overtime.
- (e) Exceptions. This section shall not apply to employees who were on authorized paid leave (e.g., vacation, sick leave, compensatory time off, or any other paid leave) of absence during all or a portion of any of the days specified in subsection (c). Such employees shall be compensated pursuant to the paid leave of absence provisions applicable to their absence from work during the days specified in subsection (c). This section also shall not apply to employees who were on authorized leave without pay during all or any portion of any of the days specified in subsection (c) since such employees would not have worked on these

days regardless of the emergency conditions.

(Added 10/23/09, Ord. No. 10016)